New approach helps Ecology reach TLA milestone

New implementation approach

In order to expedite the completion of TLA at Ecology, the project has adopted a new implementation approach. The objective is to implement a high-quality solution there as quickly as possible.

Both state and vendor resources are focusing on implementing Ecology first, then moving forward with the Department of Transportation.

One major change is that key WorkForce Software and Department of Enterprise Services (DES) project team members are now working on site at Ecology's Lacey building. This enables daily face-to-face meetings between project and agency team members, resulting in more efficient communication, and quicker issue identification and resolution. Team members can review and validate, in the shortest time possible, that their work meets Ecology's expectations. Subject matter experts from various programs throughout the agency also participate to provide input and validate the solution will work effectively.

Approval of design

The result of the hard work on the part of Ecology, DES, Office of Financial Management (OFM) and

WorkForce Software staff is that the design for Ecology was accepted in January! The design essentially documents how the new product will support Ecology's business needs – for example, how staff enter a site log, or work activity description, in TLA.

The path forward

Following configuration, the Ecology teams will begin testing (currently scheduled to begin in March 2015). The Ecology project Team is working closely with WorkForce Software and DES to develop the detailed testing plan. The plan will include when it will

occur, who will participate and where it will happen.

Ecology plans to use a phased approach to implement the solution, with the Fiscal and IT teams being the first users. This approach has two main benefits:

- The team can address any final issues not found in testing.
- Training materials and other supporting documentation can be updated before the rest of the agency goes live with TLA.

As the project continues to this next phase, the team is excited about the changes and progress they're making.

TLA project managers

Change is in the air at Transportation, as well

WSDOT

The approach with the Washington State Department of Transportation (WSDOT) is slightly different than with Ecology. OFM will work closely with WSDOT to procure another vendor to continue to work with staff there on configuration and implementation of TLA. This new vendor will essentially replace current WorkForce staff in the effort to assist WSDOT in implementing TLA.

Work is still under way at DOT

The business requirements definition for non-marine is complete. These requirement documents address what WSDOT needs the system to do. For example, an employee must be able to request time off using the system to use leave hours, OR timesheets must be certified electronically by an employee to submit requests.

Functional design for non-marine is in progress. While business requirements define what the system needs to do, functional design focuses on how the system addresses requirements. Once functional design is complete, configuration of the system to customize it to WSDOT's needs will take place.

WSDOT project teams have done an excellent job on this complex body of work!

Massive projects such as these are complex and challenging. Part of that is realizing when and how to make adjustments so we can successfully reach our agency goals. WSDOT looks forward to continuing our work with our partners from OFM, DES, ECY and the Office of the Chief Information Officer, as all are committed to the success of the TLA project – both at WSDOT and Ecology, as well as from an enterprise perspective.

Making progress on TLA-related projects

The WSDOT TLA project team is also using this as an opportunity to implement an important component of the project earlier than planned – the shift from weighted labor distribution to actual cost distribution. For anybody who works in accounting, that represents a major shift in accounting for the cost of labor, and providing increased accounting accuracy and payroll efficiencies. By making this shift now, it builds a strong foundation for critical TLA systems and processes, and reduces risk for WSDOT because actual labor will not be implemented at the same time as TLA. WSDOT will continue this important body of work as the first implementation phase of TLA.

Reorganization continues

December's *It's About Time* explained changes to TLA project leadership. Those changes continue.

In January, three Enterprise Services project staff (Michael York, Kathy Kjorlaug and Kimberly Pollari) moved from the DES TLA project office at 1500 Jefferson to the One Washington project office, located in the Insurance Building. This positive change will allow the business owner to leverage historical project knowledge and skill sets.

As the project re-scopes its efforts, DES work streams are making adjustments in coordination with One Washington to focus on Ecology going live.

Washington State Department of Enterprise Services